Global Item Modify
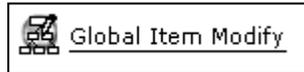
The Global Item Modify wizard allows the cataloger to select items, and globally apply changes to all item IDs that are scanned.

 Global Item Modify

1. **Click** on Cataloging Wizard group.
2. **Click** on Global Item Modify.

Global Item Modify screen displays.

3. Under Item Values to Modify, make any needed changes to the item value fields. **Select** a new policy value from the drop-down list. To reset the item values, click Reset.

4. In the Item ID box, **scan or type** each item's ID that you wish to modify.
   Use the Modify Selected Items helper to search by title.

5. The call number, copy, and item ID of the items edited will appear in the window. Change takes place immediately

6. **Continue** scanning items to change or select:
   a. Reset – Reverts Item Values to default.
   b. Clear – Removes the item information.
   c. Close – Exits Global Item Modification.

How to Discard / Remove Items

To Discard items, *click* on Cataloging Wizard group >> *click* on Global Item Modify.

Under *Item Values to Modify*:

1. *Change* the shelf location to DISCARD.

2. *Change* Item Library to your library.
   Ex: PEMS

3. In the Item ID box, *scan* or type each item's ID that you want to modify.   Use the Modify Selected Items helper to search by title.

   The call number, copy, and item ID of the items edited will appear in the window. *Change takes place immediately!*

4. *Continue* scanning in items to change…. or select:
   - d. Reset – Reverts Item Values to default.
   - e. Clear – Removes the item information.
   - f. Close – Exits Global Item Modification.

5. *Click* Close when finished.

   NOTE: *Once an item's status is changed to DISCARD, it is shadowed in in the online catalog.*

6. *Notify* your ITC (formerly DASite) when you want the items deleted from your database. They will delete them for you and give you a report listing all the items that were deleted.

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How to Create/Correct new Library Call Number

Title exists in the database. There are 4 libraries in the district.

Library A has a Call Number with one item under it.
Library B has a Call Number with two items under it –both belong to Library B.
Library C has a Call Number with two items under it, however one belongs to Library D.

*Need to **move one of the items** from Library C to **Library D** (was incorrectly cataloged to wrong Library Call Number).*

Click on Cataloging Wizard group >> **click** on Global Item Modify.

Under *Item Values to Modify*:

1. **Select** the correct Item Library
   a. LMIN

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7. In the Item ID box, *scan* or type the item's
   ID that you want to modify.   *Click* Modify button.

The call number, copy, and item ID of the item edited will appear in the window. *Change takes place immediately!*

8. *Click* Close when finished.

9. If needed, *Select* Call
   Number/Item Maint
   wizard to edit call
   number prefix.

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